

# **JAMES WHITE LIBRARY RESOURCES DEVELOPMENT POLICY**

## **PART C. SPECIFIC GUIDELINES**

### **4. MUSIC MATERIALS CENTER**

#### **1-0 MISSION STATEMENT**

The mission of the Music Materials Center of the James White Library (MMC) is to provide specialized music reference service, listening facilities, study space, reference materials, sound recordings, and printed music to support the study of music at the undergraduate and graduate (masters) levels.

#### **2-0 GOALS**

2-0-1 To provide information resources, printed music and sound recordings to support the curriculum of the Department of Music, church music in the Seventh-day Adventist Theological Seminary, and other departments with music curricular needs.

2-0-2 Secondly to provide materials for the academic community whose interest in music is of a quasi-scholarly or recreational nature.

#### **3-0 DEFINITIONS**

3-0-1 Clientele

3-0-1-1 Students :

- Music majors and minors
- Non-majors enrolled in private music lessons
- General education students enrolled in private lessons
- Members of ensembles
- Students from other schools and departments of Andrews University

3-0-1-2 Faculty and staff:

- Full-time music faculty
- Adjunct music instructors
- Faculty from other schools and departments of Andrews University

3-0-1-3 Others:

- Michiana community
- SDA world church
- Other researchers/users

## 4-0 SPECIFICATIONS

### 4-0-1 Location of Collections

The MMC houses selected music reference materials and monographs, compact discs, LP recordings, cassettes, and music scores. Space and equipment constraints dictate that the major portion of monographs as well as periodicals, microforms, videos, and CD-Roms be housed in the main library. Other library locations are as follows:

- **TMC** – videos, CD-Roms, music curriculum materials, microforms, and sound recordings that accompany books in the general stacks
- **General stacks** – class M (music), ML (music reference), MT (music education) circulating books, and periodicals
- **General reference** – select basic music reference books, print indexes, and some CD-Rom indexes
- **Adventist Heritage Center** – SDA music materials in all formats, including the SDA hymnal and songbook collection
- **On-line access (library-wide)** – International Index of Music Periodicals (IIMP), Repertoire International de Litterature Musicale (RILM), and other general and humanities databases

### 4-0-3 Responsibility for Resources Development

The MMC librarian is primarily responsible for coordinating the selection of all music materials. Faculty are encouraged to take an active role in recommending materials for the collection. Suggestions are also accepted from students, and the librarian may choose to request their input on sources and needs related to music.

### 4-0-4 Nature and Level of Programs

The music department at Andrews University offers the following undergraduate

and graduate degrees:

- Bachelor of Arts in Music
- Bachelor of Arts or Science in Elementary Education
- Bachelor of Music with emphasis in performance or music education
- Master of Arts in Music
- Master of Music with emphasis in music education, instrumental or vocal performance, or instrumental or choral conducting

The MMC collection seeks to support these programs, general education classes in music, and classes in church music offered by the SDA Theological Seminary. A basic collection of performance repertoire for initial examination and study is provided. Multiple copies of major anthologies for class use are a part of the collection. Collection level is primarily undergraduate, but also includes more specialized resources for graduate study in the areas specified.

#### 4-0-5 Formats Collected

- Sound recordings in three major formats: long play record (33 $\frac{1}{3}$  rpm), cassette, and compact disc
- Videocassettes
- Printed music scores
- Books
- Periodicals
- CD-Roms
- Reference works such as dictionaries, encyclopedias, composer catalogues, directories, etc.

#### 4-0-6 Continuations / Standing Orders

- Historical editions and collected sets of major composers are acquired on a limited basis.
- A number of multi-volume sets, serials, and other continuations are important for the study of music. These standing orders are re-evaluated periodically.

#### 4-0-7 Electronic Access

Because of the multidisciplinary nature of these resources, responsibility for access is shared by the information services department and the MMC. The MMC provides specialized music reference service on utilizing such sources as OCLC, the internet, and the world wide web. The MMC's web page also includes

direct links to International Index of Music Periodicals (IIMP) and Repertoire International de Litterature Musicale (RILM), and other world wide web resources in music.

#### 4-0-8 Donations

Gift materials are accepted in accordance with the James White Library policy on donated materials. Unneeded materials may be sent to other Seventh-day Adventist libraries, sold to students and community members at a nominal charge, or transferred to other departments of the library for evaluation and disposition.

#### 4-0-9 Duplicate and Multiple Copies

Duplicate and multiple copies of basic items may be added under the following criteria:

- The most basic reference books will be housed both in general reference and music reference.
- Where a monograph may be judged useful for reference and research, duplicate copies may be housed in music reference and the general stacks.
- Duplicates of sound recordings are generally added if they are SDA, anthologies for large class use, or cassette format needed for circulation.
- Duplicate copies of SDA materials will be added as necessary, following the policy in 4-0-11.

#### 4-0-10 Priorities, Limitations

The following types of materials are generally excluded from the MMC's collection:

- Music education curriculum materials
- Sets of band, choral, orchestral, and chamber music parts that exceed three parts
- Vocal sheet music
- Octavo choral music
- Textbooks, except when they constitute a unique source, serve a specific reference purpose, or are an acknowledged standard in the field
- Sound recordings in formats other than LP, CD, cassette, or videocassette

#### 4-0-11 Networking, Sharing, Cooperation

- **Adventist Heritage Center** – The first copy of Seventh-day Adventist materials will be housed in the Adventist Heritage Center (AHC) for preservation. The MMC librarian will actively assist the AHC in acquiring SDA materials on music.
- **Interlibrary loan** – The MMC provides assistance in locating information and materials for interlibrary loan, but these transactions are processed by the patron services department.

### 5-0 SELECTION CRITERIA

#### 5-0-2 Languages

- Priority will be given to English language monographs and serials, in the original and in translation. Vocal music will be purchased in the original language with translation into English whenever possible.
- Non-western language monographs and serials will not be purchased without specific demonstrated need.
- Translations from one foreign language to another will not be acquired with the exception of vocal scores for which no English translation is available.

#### 5-0-3 Geographical, Cultural

The MMC actively collects information about and sound recordings of music other than western.

#### 5-0-4 Recency

The music collection includes historical as well as recent sound recordings, monographs, and scores, and older editions of reference materials.

#### 5-0-5 Periodicals

Only periodicals that contribute to a core collection in the primary fields of study as stated in section 4-0-4 will be acquired. Periodicals are housed in the main library.

#### 5-0-6 Indexes

- The MMC maintains a subscription to the web-based versions of the International Index of Music Periodicals (IIMP) and the Repertoire International de Litterature Musicale (RILM). These major indexes provide access to the current period and some retrospective coverage.
- Print music indexes providing retrospective access are housed in the general reference department.

#### **6-0 DE-SELECTION CRITERIA**

Because of the nature of the study of music, most printed materials do not become obsolete. De-selection will apply mainly to materials in unusable condition or obsolete formats.

#### **7-0 MATERIALS REVIEW**

James White Library has a materials review procedure if there is any objection to library materials.